

## DCP Proposal Checklist & Document Guidance

This checklist has been created to help administrators and Principal Investigators ensure that the proposal is ready for submission in UFIRST for departmental, college, and DSP review.

**DCP Deadline Policy** - All proposals **must** be submit-ready, the documents **must** be finalized and uploaded into UFIRST and routed for approval for school/department review and college review and approval at least **four (4) business days** prior to the sponsor's deadline (Monday-Friday, excluding weekends/holidays), If you are working closely with your grant administrator or **eight (8) business days** if PI's are working independently, for college level review and approval to meet DSP's deadline. Deadlines also apply to funding renewals and pre-proposals requiring signoff. See **Calculator** [HERE](#) for your specific deadlines.

### Did the Principal Investigator (PI) provide the following information:

- Completed the [Proposal Smartform in UFIRST](#)
- Provided and attached the sponsor guidelines and/or communication.
- [PI Eligibility Request](#) (If needed)
- Finalized the budget.
- Cost Sharing- (Yes/No)
  - If yes, Obtained Department level approval (via email) and attached to UFIRST under internal documents.
- Subaward – (yes/no)
  - If yes, it's indicated in the Smartform under general information and the key personnel section.
  - Finalized the budget.
- [Letter of Exception to the Policy](#) (if submitting after the DCP deadline policy)- One time use.

### Guidance on Documentation

The following documents represent the most frequently requested supporting items for proposals. Please note that this list may not encompass all requirements, as they can vary depending on the sponsor. To obtain a comprehensive list of requirements, please refer to the sponsor's guidelines. It is important to attach documents listed under "required documentation for Department, College, and DSP Review" in UFIRST, even if the sponsor does not explicitly request them. Documents not specifically requested by the sponsor should be included under "Internal Documents," while those intended for submission to the sponsor should be included under "Submission Documents."

**Required Documentation for Department, College, and DSP Review** (Use sponsor's templates. If the sponsor does not have a template or specific guidelines, utilize the templates provided in the links below):

- Sponsor Guidelines/Funding Opportunity Announcement
- [Budget](#)
- [Budget Justification](#)
- [Scope of Work](#)
- All Sponsored Required documents (as indicated on the guidelines or requested by sponsor)
- Subaward (including subawardees or if they are a subaward). If yes, required documents below:
  - [Consortium Agreement](#) (with all required signatures, DSP will sign after they review)
  - Subaward Organization's Budget
  - Subaward Organization's Budget Justification
  - [Subaward Organization's Scope of Work](#)

**Other Common Documentation for Submission to Sponsor** (Use sponsor's templates. If the sponsor does not have a template or specific guidelines, utilize the templates provided in the links below):

- Biographical Sketches for each Key Person ([NSF Template](#))
- Other Support/Current & Pending for each Key Person ([NSF Template](#))
- Collaborators and Other Affiliations ([NSF Template](#))
- [Facilities and Resources](#)
- References
- [NSF Letter of Collaboration](#)
- Agency specific forms or packages

**Facilities & Administrative (F&A) Cost Recovery Policy:**

It is University of Florida policy that all proposals and agreements for external funding include **full** F&A costs using UF's federally negotiated rate and base in effect at time of proposal submission. A non-profit or public entity that has a **published** rate less than the University's negotiated rate will be accepted, **if equitably applied by that sponsor to all applicants**. Any addition reduction (defined as a waiver of F&A) is strongly discouraged.

[Government Entities within the state of Florida including Florida State Agencies:](#) In cases where UF faculty are authoring proposals with the government entity for third party funding, the federal rates apply. The intent of this rate is for money that the government entity receives through Florida Legislature appropriation, county taxation, or other operating funds. If the Florida entity's solicitation allows for recovery of greater than 10%, the allowable rate should be included in the proposal. For the purposes of F&A rate application, SUS Universities are NOT Florida State Agencies.

Use of any F&A rates other than the negotiated rates or the itemized exceptions provided in the link [[F&A Exceptions - UF Research \(ufl.edu\)](#)] must be approved by the College Dean or Unit Director and a Director of the Division of Sponsored Programs (DSP).

- Obtain College Approval - [F&A Waiver Request Template](#)
- In UFIRST, go to 'Request Ad Hoc Review,' choose 'other' and select Stephani Gray as the ad hoc reviewer. Attach the college approval.

**To access other available proposal templates, please visit our DCP website using the following link:** [Administrative Policies – MyDCP|Faculty and Staff \(ufl.edu\)](#)